

LESSON PLAN

Lesson Title: Implement Notice PIH 99-2

Time: 1 hour, 45 minutes

Overview:

This section provides a detailed explanation of the sanctions process, the new roles Field Office and TARC's will assume, and what the Public Housing Agencies need to do to implement Notice PIH 99-2.

Objectives:

After completing this section, participants will be able to:

- Understand HUD Headquarters, Field Office/TARC and PHA roles and responsibilities for the new sanctions process
 - Explain how to monitor PHAs, process forbearance requests, and initiate sanctions
 - Apply tools and techniques to implement Notice PIH 99-2
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Materials:

- Slides
 - Group exercise answer key
 - Sample forbearance requests
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References:

- Notice PIH 99-2
 - Notice PIH 99-2 Processing Guidelines
 - Sample forbearance status list
 - Sample forbearance request checklist
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EXERCISE ANSWER KEY

SITUATION

Field Office received a forbearance request in the mail and has to evaluate it.

Time: 5 minutes

Issue:

How to process and evaluate forbearance requests

Solutions:

- Determine if PHA's request meets Notice PIH 99-2 deadlines
 - Use forbearance request checklist to verify if request meets Notice requirements
 - Decide to review (informal or formal) PHA operations
 - Create or update forbearance status list
 - Monitor PHA reporting
 - Consult with HUD Headquarters
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Resources:

- Notice PIH 99-2
- Notice PIH 99-2 Processing Guidelines
- PIH Information Resource Center
- MTCS Forums
- MTCS News Flash and Quick Update (for updates to the Notice)



EXERCISE ANSWER KEY

SITUATION

Forbearance Request #1

Time: 5 minutes

Approve:

Approve with modifications

Strengths:

- Understand reporting problem
- Testing modifications to software
- Issued RFP for new software
- Have a history of strong public housing reporting

Weaknesses:

- Need measurable monthly goals to improve reporting
 - Need plan to handle backlog data
 - Need to describe test plan
 - Need a contingency plan if conversion doesn't happen
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Areas for Improvement:

- Schedule of monthly goals
- Improve description of solutions
- Schedule to handle backlog data
- Description of test plan



EXERCISE ANSWER KEY

SITUATION

Forbearance Request #2

Time: 5 minutes

Approve:

Approve with modifications

Strengths :

- Understand reporting problem
- Described reason for poor reporting performance
- Evaluating software

Weaknesses:

- Need plan with monthly measurable goals
 - Evaluated only one software package
 - Has not issued an RFP
 - Does not state how long it will take to complete evaluation
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Areas for Improvement:

- Create a schedule for improvements with monthly measurable goals
- Improve description of solutions
- Ensure use of current Form HUD-50058
- Evaluate other software programs



EXERCISE ANSWER KEY

SITUATION

Forbearance Request #3

Time: 5 minutes

Approve:

Approve

Strengths :

- Understand reporting problem
- Description of solutions
- Awarded contract for new software
- Strong reporter
- Timeframes to implement solution

Weaknesses

- Need monthly goals to improve performance
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Areas for Improvement:

- Detailed schedule with monthly milestones



EXERCISE ANSWER KEY

SITUATION

Forbearance Request #4

Time: 5 minutes

Approve:

Approve with modifications and require PHA to use FRS 2.0 in the interim

Strengths :

- Understand reporting problem
- Contacted other PHAs for references

Weaknesses:

- Started to work with vendor late
 - Improve description of solution
 - Need monthly goals and timeframes for improvements
 - Unaware of FRS 2.0 as alternative
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Areas for Improvement:

- Create a detailed schedule with monthly milestones to improve reporting
 - Use FRS 2.0 as a temporary solution
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